

26 JAN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (19-25 January 1983)

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Classification Review Division

* The Information Security Oversight Office (ISOO) provided a copy of its proposed "General Guidelines for Systematic Classification Review of Foreign Government Information" to the Agency and requested comments. CRD completed the review and coordination with pertinent offices throughout the Agency, including OGC, within the short deadline set by ISOO. The response was returned over the approval of the DDA.

Four OSS documents (3,425 pages), eight DOD-furnished documents (53 pages), 226 documents (4,405 pages) at NARS, one PRB document (two pages), 724 FRUS manuscripts (2,075 pages), and ten miscellaneous documents (1,385 pages) were reviewed.

Records Management Division

The Executive Director presented a Meritorious Unit Citation to past and present members of the Operations Section of the Information Technology Branch in honor of their success in virtually eliminating the tremendous backlog of work which was present when OIS acquired the responsibility for the inventory and tracking of all collateral Top Secret documents. During the 15-month period, beginning in June 1981, this small number of employees processed the backlog of 22,000 documents in addition to 41,000 new transactions which required action. The information is stored in the Top Secret Control Automated Data System (TSCADS). During the same period they performed data entry into the Archives and Records Center Inventory System (ARCINS) while also steadily reducing its backlog of shelf list data requiring system integration.

The Office of SIGINT Operations (OSO) provided RMD, OD&E, OTS, and NPIC representatives with a briefing on its proposed automated document control and dissemination system. It uses a DEST optical character reader to input data into the Wang word processing system which will be expanded over a period of time for communication with all levels of OSO management and

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general personnel. While the system will increase OSO Registry personnel requirements, the improved efficiency of records handling and other benefits are expected to warrant this expansion.

Personnel at the Records and Control Center, Undersecretary of Defense for Policy, hosted a demonstration of their automated microfilm retrieval system for representatives of RMD, OGC, and the 3M Corporation. The OGC wishes to obtain automated microfilm equipment for its use and it is believed that 3M equipment will satisfy its requirements. Documents retrieved in the DOD Center are indexed for input into an INFONET computer and then micro-filmed using 3M equipment. This system has allowed the Records and Control Center to increase productivity by 35 percent without an increase in personnel.

Regulations Control Division

The Division completed 83 major actions on regulatory issuances. It also learned from the Chief, House Liaison Section that he is planning to respond to the 19 January 1983 letter which was addressed to the DCI by the Chairman of the House Permanent Select Committee on Intelligence (HPSCI). The reply will be coordinated with the Comptroller, Chairman of the Travel Policy Committee, and Chief, RCD prior to being sent to the DCI for signature. The letter will assure the Chairman, HPSCI, that his understanding of the intent of [] is correct and that the regulation is a clearly defined and limited exception to prevailing Government practice.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS, [] (26 Jan 1983)

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